



**Virginia Aviation Board
Workshop Meeting Minutes**

The Virginia Aviation Board conducted a meeting at 3:00 p.m., Tuesday, April 18, 2006 at the Holiday Inn Select Lynchburg, 601 Main Street, Lynchburg, Virginia.

ATTENDEES

Roger L. Oberndorf, Chairman	Present
Richard C. Franklin, Jr.	Present
Bob L. Johnson	Present
Larry Omps	Absent
Robert S. Dix	Present
William J. Kehoe	Present
Marianne M. Radcliff	Absent
Alan L. Wagner	Absent

OTHER ATTENDEES

Terry Page	FAA
John J. Beall Jr.	Counsel
Randall Burdette	Director, Department of Aviation

DOAV Staff, Federal Government Representatives, Airport Managers and Sponsors, Consultants, Engineers, State Government Representatives, Business Owners, and City & County Representatives.

1. Call to Order.....Roger L. Oberndorf
Chairman
2. Public Comments and Questions.....Roger L. Oberndorf
(3 minutes per person to address the Board) Chairman

None
3. Virginia Aviation Board Review
 - a. Request for DOAV to Approve Change of Scope
Work For AIP Projects.....Randy Burdette
DOAV

The Department asked the Board to give DOAV the authority to approve scope of work changes for AIP projects that come in under the

projected budget. This would provide more flexibility and expedite completion of projects and maximize the use of federal dollars. The Board will take the request under consideration and vote at the meeting on Wednesday, April 19th.

b. Review of Funding Request.....Mike Swain
DOAV

Funds available as of 4/19/2006:

Air Carrier/Reliever
\$260,053.42

General Aviation
\$559,015.63
(Includes DOAV recommendation
for withdrawals for:

Lake Anna
Runway 9-27 Widening (Design)
(8/19/05) \$ 28,800.00

Lawrenceville-Brunswick
Terminal building
(manufactured)
(Des/Con) \$112,500.00

Both projects will need
board approval for withdrawal.

Project Request:

Region 1

No requests

Region 2

Blue Ridge
Shenandoah Valley

Region 3

Front Royal-Warren Co.
Orange County

Region 4

Hanover County International
Louisa County
Middle Peninsula
Richmond

Region 5

William Tuck

Region 6

Dinwiddie County

Region 7

Suffolk

**c. Airport Program Manual Review.....Cliff Burnette
DOAV**

Mr. Burnette reviewed policy and procedures changes to the Airport Program Manual.

Policy Recommendations:

Tab 6

- **Word changed “may” or “will”**

Tab 9

- **Rate of state participation (90%) to remove obstructions that violate state minimum standards**
- **Also suggested the policy concerning the number of times DOAV will reimburse a sponsor for removing obstruction(s) be included in the guide**

Tab 12

- **Suggestion that the Commonwealth should only participate in the initial installation of the generators**

Tab 15

- **Suggested the 90 percent participation rate be changed to 80 percent for the following reasons:**
 1. **Terrorist can do little harm breaking into terminal buildings**
 2. **Need to use money to protect vulnerable areas**
 3. **Reducing the rate will provide funds for additional airports to use**

Tab 16

- **Statement added to promulgate the intent of the VAB
The commonwealth’s participation in site preparation of hangars was for storage of aircraft, not the operation of private businesses**
- **Promulgates VAB policy this policy was enacted when the FAA declared that Sponsors could use their non-primary discretionary entitlement funds to construct t-hangars, building and other revenue producing projects.**

Procedures Changes

Tab A

- **Suggested that the minimum reimbursement request be set at \$1,000.00. DOAV analysis determined that 20 percent of the requests were less than \$500.00. 33 percent of the requests were less than \$800.00 and 38 percent of the requests were less than \$1,000.00. FAA is also adapting a \$1,000.00**

partial reimbursement policy as the minimum amount request

- Submittal not accepted suggested that the two business day period be changed to five business days

Tab F

- Suggested that the one week period be changed to ten business days

Tab J

- 9.5.2 Purchase of Maintenance Equipment – Suggested DOAV’s policy concerning the sale, trade-in or surplus of maintenance equipment purchased with state funds be included in the guide

Mr. Keith McCrea suggested when the grant agreement is written stipulate the fact that leases written for sub leasing property would have a clause that says “No business would be allowed.” This should be on the front end of the grant then the airport sponsor would have the power of enforcement.

Mr. Burnette mentioned that DOAV met with the VAOC in August 05 to discuss policy changes after the VAB approves a base document. The DOAV will address the changes when the Airport Program Manual is updated. In January 06 a meetings with the VAOC, VAB and DOAV’s staff resulted that the department would present the recommendations to the board for approval and this document would serve as a base document.

4. Chairman’s Discussion.....Roger Oberndorf

a. Meeting format – One day verses two day

The chairman decided, without objection from the board, the meetings would continue the two day format.

b. Discussion Terminal Building Working Group

Mr. Burdette suggested to the Chairman a terminal working group be formed. The Chairman asked for volunteers from the board. Mr. Dix and Mr. Kehoe volunteered to be on the committee. The Chairman asked for a definition of what is a terminal, what are the minimum requirements for a new airport and how is it going to progress as the airport ages, traffic increases, etc?

6. Board Members Comments and Reports

Mr. Johnson represented his region at a meeting in Franklin County concerning a proposed new airport. The County Board of Supervisors voted not to construct the airport because there was no public support and condemnation of land.

Mr. Burdette stated we all need to work diligently to protect our airports concerning encroachment and land issues.

7. Adjourn Meeting at 4:10 p.m.

